

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: March 22, 2004
TIME: 6:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

President Brown called the meeting to order at 6:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Loren Dykstra, Lisa Godfrey, and James Vander Roest.

Approval of Agenda: There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting and Retreat of February 21, 2004
- B. Personnel Items

Ann Sarenius will move from librarian I to librarian II, Programming Librarian, both within Youth and Branch Services, effective April 1, 2004. Ms. Sarenius joined the staff in 1990 and has held children's librarian positions in branches and in the children's room at central.

Bob Niles will retire from the Facilities Management staff on or about June 30, 2004. He began at KPL in an hourly position and joined the salaried staff in 1998.

Disposition: The board accepted the minutes of the meeting and retreat of February 21, 2004 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending February 29, 2004

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending February 29, 2004.

MOTION: MS. GODFREY MOVED AND MR. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 29, 2004 AS RECOMMENDED.



MOTION CARRIED 7-0.

The Financial Reports for the period ending February 29, 2004 were accepted.

ACTION ITEMS

V. A. Revised Budgets for 2003/2004

Recommendation: Mr. Amdursky recommended the board approve the following revised close estimate 2003/2004 budgets: the General Operating Fund, the Other Gifts and Grants Summary, and a revised update for the Capital Improvement Plan.

Executive
Summary:

The General Operating Fund Close Estimate Budget Revision incorporates financial information accumulated since the adoption of Preliminary Budget. Revisions include revenue adjustments to property tax revenue to accommodate board of review adjustments approved by the individual taxing units, up-to-date per capita revenue expected from state aid, reflection of actual reimbursements for the Renaissance Zone and Universal Service Fund, and a reduction in Interest Income to reflect current market rate trends. Expenditures include revisions to Salaries and Benefits to reflect changes and vacancies elimination of the Vacancy Credit allowance through the end of the fiscal year. A total of \$23,250 has been added to the materials category to augment Preliminary Budget allocations. The results of fiscal year ending June 30, 2003 have been added to the beginning fund balance with additional available funds of \$408,823. A portion of those additional funds, \$75,000, has been allocated for transfer to the Capital Improvement Plan for fiscal year 2003-2004. The net result of all the above changes results in \$195,955 more in Unreserved Fund Balance at the end of this fiscal year.

The Other Gifts and Grants Summary presented is in a slightly different format. Each primary fund gift fund is presented individually with a summary total of all gifts and grants. These new fund grouping are the result of prior recommendations for simplification of the gifts and grants accounting and reduce over fifteen separately accounted funds into four primary funds: Agency Gifts, Gifts and Memorials – Materials, Ready to Read, and Reading Together. The individual projects and gifts included within those funds are still included but as background information only. Other than format the primary changes in this revision of the gift and grants budget are to accommodate the additional carryover as a result of under-expenditures in the prior fiscal year.

The Capital Improvement Plan is presented and extends the three-year budget window from the three years ending 2004 to the three years ending 2005. Revisions to the plan include the addition of an allowance to accommodate the purchase of a self-check out system for central library in the current fiscal year and a partial reserve to accommodate the replacement and repair of carpeting at Central library in fiscal year 2004-2005.

The Finance and Budget committee reviewed and recommended all three budgets for board approval.

MOTION: THE FINANCE & BUDGET COMMITTEE MOVED AND MR. BROWN SUPPORTED APPROVAL OF ALL THREE BUDGETS AS REVISED.

Discussion: Mr. VanderRoest indicated the finance and budget committee reviewed the budgets at length, asked about a few issues and received acceptable responses from staff.

Ms. Godfrey noted that penal fine revenue is down significantly; Mr. Amdursky speculated that might be due to decreased enforcement because of less city and county resources.



MOTION CARRIED, 7-0.

B.
C.

Credit Card Policy

Recommendation: Mr. Amdursky recommended the board approve a credit card policy.

Executive

Summary:

The recent transfer of our bank credit card service agreement from National City to Fifth Third Bank initiated staff review of the legal and policy requirements regulating credit card usage.

Several governmental accounting professional associations, including the Government Finance Officers Association, recommend the adoption of policies to regulate the use of credit cards by local units of government. Michigan local units of government are required to adopt a credit card policy under Act 266 of 1995 Credit Card Transactions, [MCL 121.241 to 129.247].

While Kalamazoo Public Library may not be specifically defined as a local unit of government in the referenced statute, the Credit Card Policy recommended for adoption fulfills all the requirements specified in the act.

The policy was reviewed and recommended for approval by the Finance & Budget Committee.

MOTION: IT WAS MOVED BY THE FINANCE AND BUDGET COMMITTEE AND SUPPORTED BY MR. BROWN TO APPROVE THE CREDIT CARD POLICY AS PRESENTED.

Discussion: Mr. Vander Roest clarified that when the policy mentions the Head of Finance and Budget, it is referring to the staff person rather than the board committee chair.

There were several questions from trustees regarding liability, procurement uses and authority level for staff members. There is no liability for KPL for a lost or stolen card within a 45 day period; examples of usage were given; procurement authority is established for each employee who is issued a card based on their delegated budgets. Oversight is in place for all purchases and credit is strictly controlled.



MOTION CARRIED 7-0.

REPORTS

There were no reports.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

Mr. Vander Roest said their meeting to consider the budget revisions was very constructive.

B. Personnel Committee

Ms. Godfrey noted employee handbooks had been worked on for some time, were worked through both union groups, and are now in effect. Copies were distributed to trustees.

A committee meeting will be scheduled to consider a number of issues. In addition it is timely to begin the annual evaluation process for the director. It is expected Mr. Amdursky will request an executive session to discuss progress on 2003/2004 goals and objectives. An evaluation instrument was given to trustees; it highlights the areas on which the board has historically focused. Following the next meeting, trustees will submit individual evaluations of the director to the committee chair for compilation and to determine the annual evaluation and compensation for the director to be set at the June board meeting.

C. Ad Hoc School Library Liaison Committee

Mr. Vander Roest reported the committee met to determine whether pursuing a relationship with Kalamazoo Public Schools regarding their libraries is desirable. The determination was that since there are no funds available for such a venture currently, the issue will be considered dormant.

VII. OTHER BUSINESS

A. Directors Report

Presentation: In response to the director's written comments highlighting emphases from the Public Library Association conference on customer convenience and a return to traditional services, several trustees commented that they want to be very careful to keep what is good and not to make KPL a "retail-like" institution. Trustees also asked about the cost of self-checkout stations and for an update on the launch of the new website.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

There were several trustee comments related to the joint discussion of the Reading Together program's selected book: "Nickel and Dimed," by Barbara Ehrenreich, between the Kalamazoo Public Library Board and the Portage District Library board. It was generally felt to be a positive, initial meeting but if another meeting is planned, trustees would like to see a defined topic that could lead to inter-governmental cooperation toward a goal that would be helpful to both communities.

Ms. Addison appreciated attending the Public Library Association conference in Seattle and will be sharing some materials she received there with trustees.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 7:03 p.m.

Loren Dykstra, Secretary